
Part B

Procedures for Working with the Computer-Readable Address List Review Materials

Part B

Chapter 1

Opening the Computer Files from the Census Bureau

- **File Names**
- **File Formats**
- **Types of Software That Can Open these Files**
- **Defining Fields When Opening these Files**

Chapter 1

Summary

- **File Names**
You will be provided with four computer files for the Address List Review: Census address list; Block Summary Listing (1990 block numbers); Block Summary Listing (Census 2000 block numbers); and Map Sheet-Block Number Relationship Listing.
- **File Formats**
The Census address list, the two Block Summary Listings, and the Map Sheet-Block Number Relationship Listing are provided in a comma-delimited ASCII text format.
- **Types of Software that Can Open these Files**
Many commercially available spreadsheet and database programs can open the Address List Review files.
- **Defining Fields when Opening these Files**
When you open the Census address list file in either a spreadsheet or database program, you will be prompted to define the field positions.

File Names

The Census Bureau is providing you with four Address List Review files:

- A Census address list, containing all known Census addresses for your jurisdiction. Note: If the Census Bureau maps show green shaded areas within your jurisdiction, the addresses in those areas will **not** be available for your review until early 1999.
- Two Block Summary Listings containing total housing unit counts, by Census block, for 1990 and Census 2000 blocks.
- A Map Sheet-Block Number Relationship Listing identifying the map sheet(s) on which each Census 2000 block number is located.

The Address List Review computer files are named as follows:

- Census address list: xxxxxxxx.LAL
- Block Summary Listing (2000): xxxxxxxx.LBS
- 1990 Block Summary Listing: xxxxxxxx.LB9
- Map Sheet-Block Number Relationship Listing: xxxxxxxx.LMB

In each file name, the (xxxxxxx) represents the variable length entity ID number (the entity ID code minus the alpha prefix):

- American Indian areas: 4 digits
- Counties: 5 digits
- Incorporated places: 6 digits
- MCDs: 8 digits

For example, the comma-delimited computer-readable Census address list for Sacramento city, CA is 062420.LAL. The comma-delimited computer-readable Block Summary Listing (2000) file for Acoma Pueblo is 0010.LBS.

File Formats

The Census address list, the two Block Summary Listings and the Map Sheet-Block Number Relationship Listing are formatted as comma-delimited ASCII text files. See Part B, Chapter 2, “Contents of the Computer-readable Files” for record layout information.

Types of Software that Can Open these Files

Many commercially* available spreadsheet and database programs can open the Census address list file. Spreadsheet programs such as Microsoft Excel or Lotus 123, can be used to open, view, and edit files with fewer than 15,000 address records. For larger files, use a database program such as Paradox, Microsoft Access or Dbase. **Note:** Some programs that can open and view comma-delimited text files CANNOT save an edited file in the correct format. Make sure your program has the ability to save or export a file with comma-delimited fields.

The Census Bureau's technical help desk can offer technical support and advice on the use of various software programs. They also can answer questions about the format, structure, and layout of the Census Bureau's computer files. The toll-free telephone number for the technical help desk is 888-879-6656.

Defining Fields when Opening these Files

When you open the Census address list file in either a spreadsheet or database program, you will be prompted to define the field positions.

- Fields are comma-delimited
- Use the record layout table shown in Chapter 3 to define each field
- Define all fields, including numeric fields, as "text".

When you have finished editing the file, save it in the same format as you received it. See Chapter 4 for instructions on how to save your finished Address List Review file.

* The Census Bureau does not endorse or recommend the use of any specific software program to view its files. These program names included here are used only as examples of programs that should be able to read Census Bureau computer-readable files.